

Separation of duties

Custodian

Receipt
Deposit
Write checks
Stop payments
Store blank checks
Data entry in Quickbooks
Monthly reconciliation

Caseworker

Create Form 298
Sign Form 298
Notify custodian of closure of accounts
Notify custodian of inactive account
Review & create budget monthly
Work with Social Security on behalf of client

Supervisors

Custodian:
Review & Approve reconciliation
Void checks
Edit transactions
Sign checks
Oversee disbursements
Caseworker:
Sign Form 298 over \$500
Sign checks
Oversee disbursements

Trust Fund Coordinator

Statewide monthly reconciliation
Review Independent Reviews
Signature card changes
Check ordering
Void checks/ Edit transactions
System/Report set up
Quickbooks/Policy help
Quarterly interest allocation
Contact with Wells Fargo
Maintain accounts and investments
Etc.

Controls

Custodian

- Can't sign a Form 298
- Can't write a check unless they have a signed Form 298
- Can't sign a check (unless approved by OFO)
- Checks must be restrictively endorsed immediately upon receipt
- Checks must be deposited within 3 days of receipt
- Must perform a monthly reconciliation of Quickbooks with the bank

Supervisor

- Sign Form 298 over \$500 (caseworker)
- Sign monthly reconciliation (custodian)
- Oversee reasonableness of disbursements

Caseworker

- Can't receipt, write, or deposit checks
- Can't handle client's money unless client is unable to do so or it is part of a program to teach the client the proper handling of money
- Works with and on behalf of the client
- Only one to create and sign a Form 298
- Can't sign checks
- Can't enter information into Quickbooks

Trust Fund Coordinator

- Must have written approval to make any changes to the account
- Reconciliation is reviewed monthly
- Regular trust account meetings review progress of the account
- Yearly audit